

**FAMILYGRAM 06-10**  
**COMMAND SPONSOR PROGRAM AND SPOUSE EMPLOYMENT**

UNCLASSIFIED//

ROUTINE

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SUBJ/FAMILYGRAM 06-10 COMMAND SPONSOR PROGRAM AND SPOUSE EMPLOYMENT//

RMKS/1. THIS FAMILYGRAM IS THE SIXTH IN A SERIES DESIGNED TO PROVIDE INFORMATION ON SUPPORT SERVICES, ASSISTANCE, AND ENTITLEMENTS AVAILABLE TO NAVY FAMILIES. THIS EDITION LOOKS AT THE COMMAND SPONSOR PROGRAM AND RESOURCES AVAILABLE TO NAVY SPOUSES SEEKING EMPLOYMENT.

2. THE COMMAND SPONSOR PROGRAM. THE COMMAND SPONSOR PROGRAM IS ONE OF THE MOST IMPORTANT QUALITY OF LIFE PROGRAMS FOR SAILORS AND FAMILIES WHO ARE RELOCATING UNDER PERMANENT CHANGE OF STATION (PCS) ORDERS. THE PROGRAM IS DESIGNED TO EASE THE TRANSITION OF SAILORS AND THEIR FAMILIES INTO NEW WORKING AND LIVING ENVIRONMENTS, MINIMIZING THE ANXIETY ASSOCIATED WITH PCS MOVES. A SMOOTH TRANSITION PROVIDES SAILORS AND FAMILIES THE GREATEST OPPORTUNITY FOR A SUCCESSFUL AND PRODUCTIVE TOUR OF DUTY. THE COMMAND MASTER/SENIOR CHIEF OVERSEES THE SPONSOR PROGRAM ENSURING INCOMING PERSONNEL ARE ASSIGNED A SPONSOR.

A. SPONSOR RESPONSIBILITIES. THE SPONSOR IS RESPONSIBLE FOR INITIATING AND MAINTAINING CONTACT WITH AN INCOMING SAILOR AND THEIR FAMILY, PROVIDING INFORMATION REGARDING THE NEW COMMAND AND LOCAL AREA, AND HELPING THE NEW ARRIVAL. THE SPONSORSHIP PROCESS BEGINS UPON RECEIPT OF PCS ORDERS AND CONTINUES UNTIL THE SAILOR AND FAMILY ARE FULLY INTEGRATED INTO THE COMMAND TEAM. THE SPONSOR WILL MEET THE NEW MEMBER UPON ARRIVAL, ENSURE AVAILABILITY OF TRANSPORTATION FROM POINT OF ARRIVAL TO THE COMMAND, PROVIDE BASE FAMILIARIZATION INFORMATION, INCLUDING EXCHANGE/COMMISSARY LOCATIONS AND MEDICAL/ DENTAL FACILITIES, AND BE AVAILABLE TO HELP THROUGHOUT THE CHECK-IN PROCESS. THE SPONSOR WILL PROVIDE A WELCOME ABOARD LETTER AND PACKAGE THROUGH THE CHAIN OF COMMAND. THE LETTER WILL PROVIDE THE NAME, TELEPHONE NUMBER AND EMAIL ADDRESS OF THE SPONSOR. IN THE EVENT OF RELATIVELY SHORT-FUSED ORDERS (E.G., "A" SCHOOL GRADUATION), IT IS IMPERATIVE THE NEW MEMBER CONTACT THE GAINING COMMAND, WHILE ON LEAVE OR IN TRANSIT, PROVIDE CONTACT INFORMATION, AND COMMUNICATE ANY NEEDS TO THE SPONSOR. OPEN COMMUNICATION IS KEY TO A SUCCESSFUL PROGRAM. FOR MORE INFORMATION ON THE COMMAND SPONSOR PROGRAM, SEE OPNAV INSTRUCTION 1740.3C AVAILABLE AT [HTTP://DONI.DAPS.DLA.MIL/DIRECTIVES/01000%20MILITARY%20PERSONNEL%20SUPPORT/01700%20MORALE,%20COMMUNITY%20AND%20RELIGIOUS%20SERVICES/1740.3C.PDF](http://DONI.DAPS.DLA.MIL/DIRECTIVES/01000%20MILITARY%20PERSONNEL%20SUPPORT/01700%20MORALE,%20COMMUNITY%20AND%20RELIGIOUS%20SERVICES/1740.3C.PDF).

B. RELOCATION RESOURCES. NAVADMIN 195/10 FAMILY GRAM 04-10, SPOUSE SUPPORT AND RELOCATION ASSISTANCE FOR FAMILIES, PROVIDES RESOURCES TO ASSIST IN PLANNING AND EXECUTING OF A MOVE. SMART WEB MOVE DISCUSSED IN THE FAMILYGRAM IS NO LONGER OPERATIONAL AND HAS BEEN

## **FAMILYGRAM 06-10**

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REPLACED BY THE DEFENSE PERSONAL PROPERTY SYSTEM (DPS) LOCATED AT  
[HTTP://WWW.MOVE.MIL](http://www.move.mil).

3. SPOUSE EMPLOYMENT. THE NAVY RECOGNIZES THAT MOVING EVERY FEW YEARS CREATES CAREER CHALLENGES FOR MILITARY SPOUSES.

A. THE FAMILY EMPLOYMENT READINESS PROGRAM (FERP) ADDRESSES THOSE CHALLENGES IN WORKSHOPS AND THROUGH INDIVIDUALIZED ASSISTANCE. THE FLEET AND FAMILY SUPPORT CENTERS (FFSC) PROVIDE NAVY FAMILY MEMBERS WITH NO COST CONSULTATIONS FROM ON-SITE, SPECIALLY TRAINED EMPLOYMENT EXPERTS. THE GOAL IS TO HELP FAMILY MEMBERS WITH THEIR JOB SEARCH, PARTICULARLY AS THEY ARE IMPACTED BY THE CHANGES IN THE ECONOMY AND LABOR MARKET CONDITIONS. ALTHOUGH FERP IS NOT A JOB PLACEMENT SERVICE, ITS EMPLOYMENT PROFESSIONALS OFFER FAMILY MEMBERS VALUABLE EMPLOYMENT ASSISTANCE WORKSHOPS AND SEMINARS.

B. THE LOCAL FAMILY EMPLOYMENT READINESS AND WORK/FAMILY LIFE SPECIALIST IS LOCATED AT THE FFSC. THEY PROVIDE EMPLOYMENT SERVICES TO ALL CUSTOMERS IN NEED OF ASSISTANCE, INCLUDING THOSE WHO ARE GEOGRAPHICALLY DISPERSED OR OTHERWISE UNABLE TO ACCESS FLEET AND FAMILY SUPPORT PROGRAM SERVICES LOCALLY. THE EMPLOYMENT STAFF REVIEWS RESUMES AND PROVIDES OTHER EMPLOYMENT-RELATED SERVICES VIA TELEPHONE AND E-MAIL, WHEN REQUESTED BY FAMILY MEMBERS. THROUGH FERP, FAMILY MEMBERS CAN COMPLETE A PERSONAL SKILLS ASSESSMENT AND CAN EXPECT TO LEARN VALUABLE SKILLS SUCH AS FINANCING CAREER CHANGE, RESUME WRITING, EFFECTIVE JOB SEARCH STRATEGIES, AND INTERVIEW TECHNIQUES.

C. VOLUNTEER INFORMATION. THE FFSC ALSO MAINTAINS INFORMATION ON VOLUNTEER OPPORTUNITIES BOTH ON BASE AND WITHIN THE COMMUNITY. BECOMING A VOLUNTEER IS A GREAT OPPORTUNITY TO LEARN NEW SKILLS, SHARPEN EXISTING SKILLS, OR GAIN EXPERIENCE IN A CAREER FIELD OF INTEREST WHILE CONTRIBUTING TO YOUR COMMUNITY. TO LEARN MORE, VISIT THE FLEET AND FAMILY SUPPORT PROGRAMS WEBSITE AT [WWW.FFSP.NAVY.MIL](http://www.ffsp.navy.mil).

D. EMPLOYMENT RESOURCES. BEYOND THE FFSC, MANY PROGRAMS ARE AVAILABLE TO HELP ADDRESS THE CHALLENGES FACED BY MILITARY SPOUSES IN REACHING THEIR EMPLOYMENT AND CAREER GOALS. THESE RESOURCES INCLUDE:

(1) MILITARY ONE SOURCE (MOS). IN ADVANCE OF MOVING, MOS CAN HELP YOU SEARCH FOR EMPLOYMENT AT THE NEW DUTY STATION, ASSIST IN LOCATING LOCAL JOB RESOURCES, PERFORM A LOCAL SEARCH FOR EMPLOYMENT AGENCIES SPECIALIZING IN PERSONAL CAREER INTERESTS, FIND LOCAL NEWSPAPERS WHICH ADVERTISE JOB OPPORTUNITIES, AND PROVIDE LISTS OF ONLINE WEBSITES CONTAINING LOCAL JOB OPPORTUNITIES. THE WEBSITE AT [HTTP://WWW.MILITARYONESOURCE.COM](http://www.militaryonesource.com) ALSO INCLUDES ARTICLES RELATED TO JOB SEARCH AND CAREER BUILDING. BY CALLING MOS AT 1-800-342-9647, SPOUSES CAN REQUEST CAREER AND EDUCATION COUNSELING, JOB SEARCH RESOURCES, RELOCATION INFORMATION PACKAGES, SUBSCRIBE TO THE SPOUSE EMPLOYMENT AND EDUCATION NEWSLETTER, AND EXPLORE PORTABLE CAREER FIELDS. ASSISTANCE IS AVAILABLE 24/7/365, HAS THE ABILITY TO PROVIDE SUPPORT IN MORE THAN 150 LANGUAGES, AND IS ALWAYS AT NO COST TO THE CALLER.

(2) CAREER ONE STOP. CAREER ONE STOP IS A DEPARTMENT OF LABOR-SPONSORED WEBSITE OFFERING INFORMATION ON OCCUPATIONS, PAY AND BENEFITS, SELF-ASSESSMENTS, CAREER RESOURCES, AND WORK FORCE SERVICES LOCATORS AT [HTTP://CAREERONESTOP.ORG](http://careeronestop.org).

(3) MILITARY HOMEFRONT. THE MILITARY HOMEFRONT WEBSITE PROVIDES INFORMATION THROUGH FREQUENTLY ASKED QUESTIONS (FAQ) REGARDING SPOUSE EMPLOYMENT AT [HTTP://WWW.MILITARY.COM/SPOUSE](http://www.military.com/spouse).

E. FEDERAL EMPLOYMENT. FOR THOSE INTERESTED IN FEDERAL EMPLOYMENT WITHIN THE DEPARTMENT OF THE NAVY (DON), THE FOLLOWING RESOURCES MAY BE USEFUL:

(1) TO VIEW A VIDEO TOUR OF THE DON HUMAN RESOURCES (DONHR)

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CIVILIAN HIRING AND RECRUITMENT TOOL - CHART SYSTEMS, GO TO [HTTPS://CHART.DONHR.NAVY.MIL/INDEX.ASP](https://chart.donhr.navy.mil/index.asp). CLICK ON THE LINK UNDER THE BUTTON TITLED LOG INTO YOUR ACCOUNT.

(2) THE OFFICE OF PERSONNEL MANAGEMENT (OPM) HAS SEVERAL VIDEOS ON VETERANS PREFERENCE IN FEDERAL HIRING, BENEFITS OF FEDERAL EMPLOYMENT, AND APPLYING FOR FEDERAL JOBS IN THEIR VIDEO LIBRARY AT [HTTP://WWW.OPM.GOV/VIDEO\\_LIBRARY/RECRUITMENT/](http://www.opm.gov/video_library/recruitment/).

(3) TO SEARCH AND APPLY FOR NAVY JOBS VISIT [HTTPS://CHART.DONHR.NAVY.MIL/INDEX.ASP](https://chart.donhr.navy.mil/index.asp). TO SEARCH AND APPLY FOR ALL FEDERAL JOBS VISIT [HTTP://WWW.USAJOBS.COM](http://www.usajobs.com).

4. RELOCATING AND JOINING A NEW COMMAND CAN BE AN EXCITING, YET CHALLENGING TIME FOR OUR SAILORS AND THEIR FAMILIES. THE COMMAND SPONSOR PROGRAM AND RELOCATION AND SPOUSE EMPLOYMENT RESOURCES HIGHLIGHTED CAN HELP MAKE NAVY LIFE A UNIQUE AND REWARDING EXPERIENCE.

5. POINT OF CONTACT: MS. BETTY TALLEY, OPNAV N135F, AT (901) 874-4299/DSN 882, OR VIA E-MAIL AT [BETTY.TALLEY\(AT\)NAVY.MIL](mailto:BETTY.TALLEY@NAVY.MIL).

6. RELEASED BY VADM MARK FERGUSON, N1.//

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